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RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA MUNICIPALITIES

Function:

Public Works – Water & Sewer

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Water and sewer construction and improvement records: a. Federally funded projects expenditure records b. Locally funded projects expenditure records c. "As-built" plans		-	-	3	After final payment (Check recordkeeping requirements of funding agency.) After project completed
2	Water and sewage treatment system maintenance records		-	-	10	After calendar year maintenance performed
3	Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153		-	-	2	After calendar year created (40 CFR 153)
4	Sewage treatment – copy of semi-annual report to EPA		-	-	10	After period reported
5	Sewage treatment plant monthly operational reports		-	-	5	After calendar year created
6	Sewage treatment plant discharge monitoring reports		-	-	10	After calendar year of report
7	Individual sewage disposal systems including applications, permits, plot plans, engineering reports, etc.		-	-	-	Retain for the life of the facility
8	Sewer system plans (ACC certified companies)		-	-	-	Retain for the life of the system
9	Water treatment plant (ACC certified companies) records including permits, applications, plans, engineering reports, etc.		-	-	-	Retain for the life of the plant

**Supersedes Schedule Dated:
September 15, 1999**

Approved by:

X. Gladys D. Wells
Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 10 2001

PART	CHAPTER	PAGE	DATE
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RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA MUNICIPALITIES

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10	Water system plans (ACC certified companies)		-	-	-	Retain for life of facility
11	Water system records of bacteriological analyses made pursuant to 40 CFR 141		-	-	5	After calendar year of analysis (40 CFR 141.33)
12	Water treatment records of chemical analyses made pursuant to 40 CFR 141		-	-	10	After calendar year of analysis
13	Water treatment records of action taken to correct violations of Federal primary drinking water regulations		-	-	3	After the last action taken on a particular violation (40 CFR 141.33)
14	Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system		-	-	10	After completion of the sanitary survey (40 CFR 141.33)
15	Water treatment records of any variance or exemption granted to the water system		-	-	5	After expiration of variance or exemption (40 CFR 141.33)
16	Water treatment sampling data and analyses, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88		-	-	12	After calendar year of creation or receipt (40 CFR 141.91)
17	Water and sewer billing records		-	-	3	After fiscal year prepared

Supersedes Schedule Dated:
September 15, 1999

Approved by:

X *Gladys Ann Mills*

Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 10 2001